

## Position Information Document

# Executive Assistant to the Principal and Regional Director of Education (SA/WA)

**Christian Brothers College, Adelaide**

(An accredited Edmund Rice Education Australia School)

## POSITION INFORMATION

<b>Name:</b>			
<b>Position Title:</b>	Executive Assistant to the Principal and Regional Director of Education (SA/WA)		
<b>Employment Type:</b>	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Replacement	<b>ESO Grade:</b>	<b>5</b>
<b>Stream:</b>	Other Professional	<b>FTE</b>	<b>1.0</b>
<b>Hours/Days of Work:</b>	Monday to Friday (8:00am to 4:00pm)	<b>Weeks Per Year:</b>	<b>48</b>

## KEY WORKING RELATIONSHIPS

<ul style="list-style-type: none"> <li>• Principal</li> <li>• Regional Director of Education (SA/WA)</li> <li>• Executive Team</li> <li>• College Registrar</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Administration</li> <li>• Staff</li> <li>• Community, Families and Students</li> <li>• Visitors / Key Stakeholders</li> </ul>
--	---

## INTRODUCTION

Christian Brothers College is a Catholic School in the Edmund Rice Tradition and one of Adelaide's oldest and most respected Reception - Year 12 Colleges. Established in 1878, CBC has a proud tradition of providing a uniquely contemporary education for boys. Our College shapes men of the future who lead caring, authentic and accomplished lives; who are advocates for respect and compassion and who share a sense of belonging that lasts for life.

The College aspires to be faithful to the four EREA Touchstones of Liberating Education, Inclusive Community, Gospel Spirituality, and Justice and Solidarity as described in The Charter for Catholic Schools in the Edmund Rice Tradition.

The four Touchstones are reflected in the Vision and Mission statements of the Christian Brothers College Strategic Plan. This Plan also connects the Touchstones with the four core strategic values of Christian Brothers College – Faith, Excellence, Community and Compassion – values which informs continuous improvement in education, decision making and strategic direction.

## BROAD PURPOSE

Under the broad direction of the Principal (or delegate), the Executive Assistant plays a key role in contributing to the efficient management and operation of the Principal's office in the provision of a range of administrative, governance and systems support to the Principal, Regional Director of Education (WA/SA), members of the Executive team and the School Advisory Council (SAC).

The Executive Assistant works with discretion and confidentiality and is the first point of contact for monitoring communications and workflow to and from the office, coordinating meetings and appointments, document management, and preparation of information and correspondence for the Principal and the Regional Director of Education (WA/SA).

The Executive Assistant presents a professional, warm, positive, and welcoming presence, and will engage with the wider College community in a manner that brings credit to the College and to the office of the Principal.

## DUTY STATEMENT

### Key Responsibilities

Duties include, but are not limited to:

- provide executive and administrative support and assistance to the Principal
- work with discretion, diplomacy and confidentiality
- manage the Principal's diary including scheduling/arranging meetings, booking meeting rooms and assisting with email management, filing, and records management
- manage initial telephone enquiries and requests to the Principal and redirect them where appropriate
- provide administrative support to the EREA Colleges Regional Director of Education in Western Australia and South Australia who is based at CBC (0.2 FTE)
- manage day-to-day correspondence and preparation of letters, emails, reports, presentations, and other material as required including those relating to SAC matters and external authorities
- attend Executive meetings and SAC meetings, record minutes and prepare follow-up actions
- agenda preparation and confidential minute-taking and distribution of follow-ups
- organise catering for various meetings including SAC meetings
- organise the Principal's attendance at local, interstate and overseas conferences including registration, travel and any visa requirements
- liaise promptly and efficiently with external organisations as required
- is a member of the Administration and Events teams
- provide relief Reception on a regular basis
- assist with College enrolments by working with and supporting the College Registrar (including acting as Registrar in their absence)
- willingness to undertake other duties as reasonably requested by the Principal
- develop and implement College Records Archiving Program
- maintain and ensure Compliance with College Archiving Policies
- lead College archiving activities, including selection, storage, and retrieval
- there will be some out of hours work associated with this position.

### Other

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be limiting, and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time to time. All positions evolve and change over time, and the College commits to regularly reviewing and, if required, updating position descriptions to accurately reflect the contribution of employees.

Attend professional development workshops, whole school events and staff meetings where directed by the Principal (or delegate).

## PERSON SPECIFICATIONS

### Skills

- Support and active commitment of the ethos of the College, as a Catholic School in the Edmund Rice Tradition.
- Exceptional organisational and time management skills including the ability to manage competing and/or changing priorities and deliver to deadlines.
- Excellent attention to detail, confidentiality and delivering work to a high standard.
- Excellent written, verbal and interpersonal communication skills with the ability to engage with people from varying backgrounds.
- Demonstrated ability to work independently and as a part of a team to meet strict deadlines.
- Ability to assist staff and community members in a sensitive supportive and professional manner.
- Display initiative, maintain confidentiality, show professionalism and skill in carrying out the tasks associated with the position.
- Be committed to questioning processes and practices in pursuit of continuous improvement.
- High level of competency and proficiency in the use of MS Office applications and ability to efficiently navigate databases and systems.

## COLLEGE VALUES

You will practice CBC values and the EREA Touchstones, when you;

### Faith / Gospel Spirituality

- ✚ Promote, lead and nurture the growth of the Catholic culture within the College;
- ✚ Embrace and sustain the ethos and traditions of the Edmund Rice charism;
- ✚ Articulate the values, vision and mission of the school and EREA;
- ✚ Encourage and participate in the liturgical, sacramental and prayer life of the College;

### Community / Inclusive Community

- ✚ Collaboratively plan, implement and review personal learning opportunities that are reflective of the College Mission, Vision, Values, and the Touchstones and Charter of the EREA;
- ✚ Celebrate and lead unique traditions of the College and innovatively contribute to its future vision and growth;
- ✚ Promote and affirm inter-campus staff community relationships;
- ✚ Value our gathering times, sharing and celebrating our spirituality;

### Excellence / Liberating Education

- ✚ Model best practice and encourage innovation and creativity;
- ✚ Use consistent, just and ethical policies and procedures;
- ✚ Respond to compliance matters in relation to Catholic Education Office, EREA, National and State compliances such as WHS;
- ✚ Promote a safe and rigorous learning environment;

### Compassion / Justice & Solidarity

- ✚ Recognise and celebrate acts of service within and beyond the College Community;
- ✚ Model leadership that advocates and reflects compassion, empathy and justice, especially for those at on margins;
- ✚ Value diversity and individuality;
- ✚ Employ collaborative, open and transparent decision making processes with staff, students and parents;

## SPECIFIC REQUIREMENTS

### Qualifications

Edmund Rice Education Australia and CBC is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety.

All applicants will be subject to EREA and legislative screening procedure. These checks are consistent with EREA's commitment to child protection policies and procedures.

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Abuse, Harm and Neglect – Education and Care Certificate
- CESA staff do not need to be vaccinated against COVID-19 as a condition of employment, except for CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

## WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012

This position information document indicates the general nature and level of work required to be performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Signed (Principal or Delegate): \_\_\_\_\_ Date: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_

Signed (Employee): \_\_\_\_\_ Date: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_